





TABLED DOCUMENT 2 – SUMMARY OF CHANGES TO THE INTEGRATED PLANS AND FEES AND CHARGES 2018-2019

Number of change	Document title and page number	Summarised key issues incorporated in the Integrated Plans and Fees and Charges	Recommended changes to Integrated Plans and Fees and Charges
	<i>All Integrated Plans including Fees and Charges</i>		
1.		Administrative correction.	The word 'draft' removed from the front page of all Integrated Plan documents including the Fees and Charges.
2.		'Our Place' is not all economic driven and the '\$' symbol should be replaced.	 icon removed  icon inserted
		Anna Bay is not mentioned as a business area for planning.	Words changed in the Community Strategic Plan document - refer change 3, page 4 of Community Strategic Plan.
	<i>Community Strategic Plan (CSP)</i>		
3.	4	Anna Bay not mentioned as a business area for planning.	The words, 'planning strategies such as the Nelson Bay, Raymond Terrace and Medowie town strategies' replaced with ' <i>town and planning strategies</i> ' in the fifth paragraph of the Mayor's message.
4.	7	Infographic on page 7 is 'ageist' and suggests it be changed.	 Infographic removed  Infographic inserted
5.	17	Embedding Ecologically Sustainable Development (ESD).	Additional Community Indicator inserted under P3 ' <i>Increased community satisfaction with new development.</i> '

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6.	18	Administrative correction - Community Indicators incorrectly cited as 'P1, P2 and P3', instead of 'E1, E2 and E3'.	Community indicator reference 'P1, P2 and P3' removed and replaced with ' <i>E1, E2 and E3</i> '.																											
7.	19	Administrative correction – Community indicators for 'Our Council' originally were an incorrect duplication from page 18 of the CSP. This administrative error was corrected for hard and soft copy documents during the public exhibition period.	<p>'Our Council' Community Indicators removed</p> <table border="1"> <thead> <tr> <th>P1 Community Indicators</th> <th>P2 Community Indicators</th> <th>P3 Community Indicators</th> </tr> </thead> <tbody> <tr> <td>Air and water quality</td> <td>Improved water and energy consumption</td> <td>Coastal hazards mitigation and response</td> </tr> <tr> <td>Habitat preserved and regenerated</td> <td>Waste per capita (landfill, recycle, green)</td> <td>Rehabilitated landfill sites</td> </tr> <tr> <td>Participation in environmental education programs</td> <td></td> <td>Climate change mitigation and response</td> </tr> <tr> <td>Noxious weed infestations</td> <td></td> <td></td> </tr> </tbody> </table> <p>'Our Council' Community indicators inserted</p> <table border="1"> <thead> <tr> <th>L1 Community Indicators</th> <th>L2 Community Indicators</th> <th>L3 Community Indicators</th> </tr> </thead> <tbody> <tr> <td>Community satisfaction with Council</td> <td>A financially sustainable local government delivering prioritised services</td> <td>Positive media coverage</td> </tr> <tr> <td>Stable and productive workforce</td> <td></td> <td>Community perception of community engagement</td> </tr> <tr> <td></td> <td></td> <td>Community perceptions of Council</td> </tr> </tbody> </table>	P1 Community Indicators	P2 Community Indicators	P3 Community Indicators	Air and water quality	Improved water and energy consumption	Coastal hazards mitigation and response	Habitat preserved and regenerated	Waste per capita (landfill, recycle, green)	Rehabilitated landfill sites	Participation in environmental education programs		Climate change mitigation and response	Noxious weed infestations			L1 Community Indicators	L2 Community Indicators	L3 Community Indicators	Community satisfaction with Council	A financially sustainable local government delivering prioritised services	Positive media coverage	Stable and productive workforce		Community perception of community engagement			Community perceptions of Council
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	<i>Delivery Program and Operational Plans (DP/OP)</i>																													
8.	3	Administrative correction - page numbers to be adjusted to reflect insertions on page 44-46.	Page number '47' deleted and replaced with page number '50'. Overall page numbering adjusted.																											
9.	6	Administrative correction.	The word 'or' replaced with ' <i>and</i> ' in the first paragraph of Key Priority 'Airport DAREZ drainage environmental approval'.																											
10.	7	Administrative correction.	The word 'Program' replaced with ' <i>Plan</i> ' immediately after the word Coastal Management Program.																											
11.	9	Administrative correction.	The words 'forward works program' deleted and replaced with ' <i>plan</i> ' under Key Priority 'Key roads projects'.																											

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12.	10	Administrative correction.	<p>The words 'Over the next three years subject to funding by a \$3million grant application to the Regional Growth Tourism and Environmental Fund, lease and development approvals' deleted and replaced with '<i>Council has recently been successful in obtaining a \$3million grant from the NSW Government Regional Growth Tourism and Environment Fund to contribute to the construction of the facility</i>'.</p> <p>In first dot point, year '2018' deleted and replaced with '<i>2019</i>'.</p>
13.	12	In the Workforce Plan further clarity was requested to be provided on the nine universal principles referenced on page 12 of the DP/OP.	The words ' <i>outlined further in the Workforce Plan, page 116</i> ' inserted in the second paragraph of the 'Business Excellence and continuous improvement' section.
14.	20	Administrative correction.	The word ' <i>civil</i> ' inserted before the word ' <i>assets</i> ' under Operational Plan action P2.1.3.
15.	24	Embed ESD across Council.	The words ' <i>P3.1.2 Optimise land use to maximise social, economic and environmental needs of the area</i> ' inserted as an additional Operational Plan action.
16.	41	Inclusion of volunteer committees to be included as a Community Partner.	The word ' <i>Volunteer</i> ' inserted in the list of 'Appendix One: Our Partners'.
17.	43	Administrative correction - additional space to be inserted.	Space inserted between the words 'Maturity' and 'Score'.
18.	44-45	Council resolution 22 May 2018 proposes public exhibition of an Amendment to the Statement of Revenue Policy to include sub-category rates for the Williamstown Management Area.	<p>Words in 'Appendix Three: Statement of Revenue Policy' deleted:</p> <p>'35% base amounts continued in the residential and business categories;</p> <ul style="list-style-type: none"> • Farmland and residential rates continue to have the same rate in the dollar and base amounts;

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			<ul style="list-style-type: none"> • Existing revenue relativities between rating categories to be maintained; • No special rates are proposed for 2018-2019'. <p>Words inserted</p> <ul style="list-style-type: none"> • ' 35% base amounts continued in the main residential category and business category; • Introduction of sub-categories in the residential and farmland categories; • Farmland and residential rates in the same sub-category locations continue to have the same rate in the dollar and base amounts; • No special rates are proposed for 2018-2019.' <p>Williamtown Management Area <i>Sub-categories are proposed in the residential and farmland rate categories in 2018-2019 to enable different rates to be made in the Williamtown Primary, Secondary and Broader Management zones and residential land and farmland located elsewhere within the Port Stephens Council Local Government Area. The reason for the proposal is to provide financial assistance to residential and farmland ratepayers whose properties are included in the RAAF Base Williamtown per- and poly- fluoroalkyl substances (PFAS) contamination areas.'</i></p> <p>'Proposed Rate Structure' table deleted</p>
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			<p>Proposed Rate Structure</p> <table border="1"> <thead> <tr> <th>Type of Rate</th> <th>Name of Rate</th> <th>Category Rate Applies To</th> <th>Ad Valorem Rate c in \$</th> <th>Base Amount \$</th> <th>Base Amount Yield %</th> <th>Estimated Rate Yield</th> </tr> </thead> <tbody> <tr> <td>Ordinary</td> <td>Residential</td> <td>Residential</td> <td>0.3027</td> <td>368.00</td> <td>35</td> <td>\$33.008M</td> </tr> <tr> <td>Ordinary</td> <td>Farmland</td> <td>Farmland</td> <td>0.3027</td> <td>368.00</td> <td>22</td> <td>\$0.815M</td> </tr> <tr> <td>Ordinary</td> <td>Business</td> <td>Business</td> <td>0.8496</td> <td>1,554.00</td> <td>35</td> <td>\$8.051M</td> </tr> <tr> <td>Ordinary</td> <td>Mining</td> <td>Mining</td> <td>0.8496</td> <td>n/a</td> <td>n/a</td> <td>nil</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>\$41.872M</td> </tr> </tbody> </table> <p>'Ordinary Rate Structure' table inserted</p> <p>Ordinary Rate Structure</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Sub-Category</th> <th>Ad Valorem Rate c in \$</th> <th>Base Amount \$</th> <th>Base Amount Yield %</th> <th>Estimated Rate Yield '000s</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>Williamtown Primary Zone</td> <td>0.15135</td> <td>184.00</td> <td>35</td> <td>\$12</td> </tr> <tr> <td>Residential</td> <td>Williamtown Secondary Zone</td> <td>0.22703</td> <td>276.00</td> <td>38</td> <td>\$112</td> </tr> <tr> <td>Residential</td> <td>Williamtown Broader Zone</td> <td>0.27243</td> <td>331.20</td> <td>37</td> <td>\$226</td> </tr> <tr> <td>Residential</td> <td>Residential</td> <td>0.3033</td> <td>369.00</td> <td>35</td> <td>\$32,054</td> </tr> <tr> <td>Farmland</td> <td>Williamtown Primary Zone</td> <td>0.15135</td> <td>184.00</td> <td>27</td> <td>\$6</td> </tr> <tr> <td>Farmland</td> <td>Williamtown Secondary Zone</td> <td>0.22703</td> <td>276.00</td> <td>23</td> <td>\$22</td> </tr> <tr> <td>Farmland</td> <td>Williamtown Broader Zone</td> <td>0.27243</td> <td>331.20</td> <td>25</td> <td>\$21</td> </tr> <tr> <td>Farmland</td> <td>Farmland</td> <td>0.3033</td> <td>369.00</td> <td>22</td> <td>\$752</td> </tr> <tr> <td>Business</td> <td>n/a</td> <td>0.8513</td> <td>1,557.00</td> <td>35</td> <td>\$8,066</td> </tr> <tr> <td>Mining</td> <td>n/a</td> <td>0.8513</td> <td>n/a</td> <td>n/a</td> <td>nil</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total</td> <td>\$41,871</td> </tr> </tbody> </table> <p>'Ordinary Rate Sub-Categories: Williamtown Management Area' map inserted.</p>	Type of Rate	Name of Rate	Category Rate Applies To	Ad Valorem Rate c in \$	Base Amount \$	Base Amount Yield %	Estimated Rate Yield	Ordinary	Residential	Residential	0.3027	368.00	35	\$33.008M	Ordinary	Farmland	Farmland	0.3027	368.00	22	\$0.815M	Ordinary	Business	Business	0.8496	1,554.00	35	\$8.051M	Ordinary	Mining	Mining	0.8496	n/a	n/a	nil	Total						\$41.872M	Category	Sub-Category	Ad Valorem Rate c in \$	Base Amount \$	Base Amount Yield %	Estimated Rate Yield '000s	Residential	Williamtown Primary Zone	0.15135	184.00	35	\$12	Residential	Williamtown Secondary Zone	0.22703	276.00	38	\$112	Residential	Williamtown Broader Zone	0.27243	331.20	37	\$226	Residential	Residential	0.3033	369.00	35	\$32,054	Farmland	Williamtown Primary Zone	0.15135	184.00	27	\$6	Farmland	Williamtown Secondary Zone	0.22703	276.00	23	\$22	Farmland	Williamtown Broader Zone	0.27243	331.20	25	\$21	Farmland	Farmland	0.3033	369.00	22	\$752	Business	n/a	0.8513	1,557.00	35	\$8,066	Mining	n/a	0.8513	n/a	n/a	nil	Total					\$41,871
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			<p>Ordinary rate sub-categories: Williamstown management area</p>
	<i>Strategic Asset Management Plan</i>		
19.	Various page numbers	Administrative correction – page numbering.	Page numbering adjusted to reflect changes in documents.
20.	177	Correction - Risk table has been duplicated from another asset category and not reflective of Parks and Reserves.	<p>Words '(building structures and grounds)' inserted in the first line under Risk Plan.</p> <p>Words in table inserted:</p> <ul style="list-style-type: none"> • Second dot point '<i>Ground surfaces are unsafe</i>' • Second column first dot point '<i>and grounds</i>'
21.	246	Administrative correction - The Management Program for the Administrative Building is \$250,000 per annum over the period.	<p>Insert the words '<i>per annum</i>' after the number \$250,000 in the Total column.</p> <p>Insert the years under column Year 4-9: <i>'2020-2021</i></p>

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			<p><i>2022-2023</i> <i>2023-2024</i> <i>2024-2025'</i> Insert the years under Column Year 10+: <i>'2025-2026</i> <i>2026-2027</i> <i>2027-2028</i> <i>2028-2029</i> <i>2029-2030'</i></p>
22.	256	Correction - Treescape Holiday Park is not included in the list of Council's Asset Holdings.	<p>Words deleted: 'The Holiday Parks assets are located within the three Crown Reserve Parks being Shoal Bay Holiday Park; Fingal Bay Holiday Park, Halifax Holiday Park, Treescape Holiday Park. Thou Walla Sunset Retreat at Soldiers Point is a Council owned Park which is currently operated by Council.'</p> <p>Words inserted: '<i>The 3 Holiday Parks assets being Fingal Bay Holiday Park, Halifax Holiday Park and 30% of Shoal Bay Holiday Park are managed by Port Stephens Council on behalf of the Crown through the Crown Reserve Trust. Treescape Holiday Park is leased from the Crown by Port Stephens Council under a commercial lease agreement. Thou Walla Sunset Retreat at Soldiers Point is a Council owned park which is currently operated by Port Stephens Council</i>'.</p>
23.	261	Administrative correction - deletion of words.	Item 6, deleted words ' <i>Stage 2</i> '.

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24.	262	Administrative correction – correction of year and description	Item 14, deleted under description 'General refurbishment project' and inserted ' <i>General Cabin Refurbishment</i> '. Deleted year 2020-2021 and inserted ' <i>2018-2019</i> '.
25.	263	Administrative correction - duplication of entry.	Delete entire old item 26 delete ' <i>Fingal Bay Holiday Park cabin refurbishment project – Stage 1 \$200,000 2018-2019</i> '.
26.	264	Administrative Correction - Treescape Holiday Park is located at Anna Bay not Nelson Bay.	Words 'Nelson Bay' deleted for item 32-33 and words ' <i>Anna Bay</i> ' inserted
27.	264	Administrative correction - correction of stage.	Item 29 of final SAMP, deleted 'Stage 1' and replaced with ' <i>Stage 2</i> '.
28.	264	Administrative correction - deletion and amendment of works to reflect works in Attachment 2: Capital Works Program 2018-2028.	Item 30 of final SAMP, deleted '\$450,000' and replaced with '\$600,000' in Estimated Cost column.
29.	265	Administrative correction - deletion and amendment of works to reflect works in Attachment 2: Capital Works Program 2018-2028.	Last item inserted for ' <i>Soldiers Point</i> ', Condition Rating '3', Description ' <i>Soldiers Point – Refurbishment of 14 Headland Villas</i> ', Action ' <i>Refurbishment</i> ', Estimated Cost '\$220,000' Year 1-3 ' <i>2019-2020</i> '.
30.	265	Administrative correction - Correction of Estimated Cost Total for Management Program – Holiday Parks.	Delete number '\$6,836,669' and replace with '\$7,006,669'.
31.	304	\$16M for pavement reseals on (old) page 301 should be \$1.6M annually.	'\$16M' deleted on old page 301 of the Capital Works Program and replaced with '\$1.6M'.
32.	318	Administrative correction.	'\$2,000,000' deleted and replaced with '\$5,500,000' for the Medowie Community and Recreation Facility – Construction.
33.	317	Administrative correction.	Words inserted ' <i>Emergency Services, Lemon Tree Passage - Marine Rescue Building Co-Funding - \$150,000</i> '.

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34.	Various pages	Various public submissions requested additions to the SAMP as outlined in the next column.	<p>Words inserted in Attachment 3: Capital Works Plan Plus :</p> <ul style="list-style-type: none"> • <i>'Ancillary Assets - Carpark Formalise – Lilli Pilli Park Car (Beach Road) Lemon Tree Passage'</i> on page 315 • <i>'Ancillary Assets - Carpark Upgrade - Cook Parade Carpark Lemon Tree Passage'</i> on page 315 • <i>'Parks and Reserves - Parks and Reserves Assets – LGA Wide Drinking Stations along popular walking tracks'</i> on page 318 • <i>'Pathways - Footpaths – Coles to Lemon Tree Passage'</i> on page 319 • <i>'Playgrounds - Playground Assets – Shoal Bay – Exercise Gym/Equipment'</i> on page 325 • <i>'Playgrounds - Playground Assets – Lemon Tree Passage – Exercise Gym/Equipment'</i> on page 325 • <i>'Public Amenities - Public Amenities Assets – Mallabula Skate Park'</i> on page 326 • <i>'Skate Parks -Skate Park Assets – LGA Additions of more Skate/Bike Facilities'</i> on page 326 • <i>'Town Centre Improvements -CBD Improvements Anna Bay'</i> on page 327.
35.	Various pages	Staff submission - Holiday Parks Works Program included in the front section of the SAMP but not fully integrated in Attachment 2: Capital Works Program.	Corrections made as per TABLED DOCUMENT 2a. Deletions shown as struck out text and amendments/additions shown as highlighted text.
36.	288	Administrative correction - duplication of Administration Building Refurbishment in Attachment 2: Capital Works Program.	Deleted item '2018-2019, Administration/ Property Assets, Property – Administration Building – Refurbishment Program Stage 1, \$250,000' from Attachment 2: Capital Works Program.

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37.	290	Include a Wi-Fi based overhead display unit at Tomaree community centre.	Words inserted in Attachment 2: Capital Works Program '2018/2019 - Library Assets- Library Assets – Wi-Fi based Overhead Display Unit at Tomaree Community Centre'.
38.	296	Administrative correction - correction of stage for Administrative Building Refurbishment Program in Attachment 2.	Deleted 'Stage 4' and replaced with 'Stage 3' for 2020/2021 Administration Building – Refurbishment Program in Attachment 2.
39.	298	Administrative correction - correction of stage for Administrative Building Refurbishment Program in Attachment 2.	Deleted 'Stage 5' and replaced with 'Stage 4' for 2021/2022 Administration Building – Refurbishment Program in Attachment 2.
40.	301	Administrative correction - correction of stage for Administrative Building Refurbishment Program in Attachment 2.	Deleted 'Stage 6' and replaced with 'Stage 5' for 2022/2023 Administration Building – Refurbishment Program in Attachment 2: Capital Works Program.
41.	303	Administrative correction - addition of works to Attachment 2.	Inserted '2023/2024, Administration/Property Assets, Property, Administration Building, Refurbishment Program Stage 6 , \$250,000' in Attachment 2: Capital Works Program.
42.	312	Administrative correction - addition of works to Attachment 2.	Inserted '2028/2029, Administration/Property Assets, Property, Administration Building, Refurbishment Program Stage 11, \$250,000' in Attachment 2: Capital Works Program.
43.	312	Administrative correction - correction of stage for Administrative Building Refurbishment Program.	Deleted 'Stage 11' and replaced with 'Stage 12' for 2029/2030 Administration Building – Refurbishment Program in Attachment 2: Capital Works Program.
	<i>Workforce Plan</i>		
44.	Contents page and document page numbering	Administrative correction - Formatting.	Page numbering of 'Appendices A-D' and 'Supporting Port Stephens Council Documents' corrected along with adjustment of all page numbers.
45.	13	Administrative correction - Formatting.	On old page 14, Business Excellence table reformatted.

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46.	81	Administrative correction - Formatting.	On old page 79, 'Tasmania' heading moved to new page along with other headings in table.
47.	86	Administrative correction - Formatting.	Heading '2.4.3 Future Workforce Profile' moved to new page.
48.	116	Administrative correction - Formatting.	Page break removed on old page 114.
49.	127	Administrative correction - Formatting.	Words on old page 127 moved to old page 126.
	<i>Fees and Charges</i>		
50.	Various page numbers	Administrative correction – Formatting.	Page numbering adjusted and blank pages deleted to reflect changes in documents.
51.		Readability and understanding of how Fees and Charges are set.	Table of Contents inserted. <i>Words on 'Pricing Policy' and 'Pricing methods' inserted.</i>
52.	43	Staff submission – Inter-Library Loans Fee removed prior to exhibition, with corresponding GST component to be removed.	GST amounts for Inter-Library Loans removed from columns.
53.	59-60	Staff submission - Add words to clarification column for 'Tomaree Library and Community Centre'.	Insert words ' <i>Activity Room, Office, Meeting Room, Half Auditorium</i> ' in clarification column for Tomaree Library and Community Centre heading.
54.	140-143	Staff submission - deletion of wording regarding dynamic pricing for all Holiday Parks where room rates are quoted.	Words deleted on old pages 136 -144: 'These rates are peak season rates. Rates may increase through dynamic pricing via Newbook Reservation System depending on availability. Discounts may apply'. Words inserted: <i>'These rates are peak season rates. Discounts may apply'.</i>

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55.	143	Staff Submission - request existing 'Lost Key Replacement' fee of \$50.00 to be changed to \$150.00 to reflect the true cost of replacing keys.	<p>Entry amended as below:</p> <table border="1"> <tr> <td>Lost Key Replacement</td> <td></td> <td></td> <td>\$13.64</td> <td>\$150.00</td> <td>Per key</td> <td>Market Pricing</td> </tr> </table>	Lost Key Replacement			\$13.64	\$150.00	Per key	Market Pricing
Lost Key Replacement			\$13.64	\$150.00	Per key	Market Pricing				
56.	145	Staff submission - addition to Fees and Charges to reflect Call out fee (refer Council resolution 22 May 2018).	<p>Words inserted for After hours call out fee:</p> <table border="1"> <tr> <td>After hours call out fee</td> <td>After hours call out fee</td> <td></td> <td>\$13.64</td> <td>\$150.00</td> <td>Per call out</td> <td>Market Pricing</td> </tr> </table>	After hours call out fee	After hours call out fee		\$13.64	\$150.00	Per call out	Market Pricing
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57.	129	Administrative correction - Office of Local Government (OLG) Circular 18-16 Increase to companion animal registration fees in line with CPI.	<p>Fees changed to reflect OLG Circular 18-16 that from 1 July 2018 cat and dog lifetime registration fees will increase in line with the Consumer Price Index as required by the Companion Animals Regulation 2008 and outlined in Circular to Councils 13-54.</p> <p>Desexed animal fee '\$55.00' deleted and replaced with '\$57.00'.</p> <p>Non-desexed animal fee '\$201.00' deleted and replaced with '\$207.00'.</p> <p>Breeder Concession fee '\$55.00' deleted and replaced with '\$57.00'. 'Per dog/cat' inserted in Fee Unit column.</p> <p>Pensioner Concession fee '23.00' deleted and replaced with '24.00'.</p>							

TABLED DOCUMENT 2 – SUMMARY OF CHANGES TO THE INTEGRATED PLANS AND FEES AND CHARGES 2018-2019

58.	129	Administrative correction – addition to Fees and Charges based on Statutory fee for Pound/Shelter animal	Words inserted ' <i>Pound/Shelter animal 50% discount – desexed, \$28.50, Per dog/cat, Statutory pricing</i> '.																																																
59.	175	Administrative correction - Added Controlled Document Information and Version History page	<p>Words and page inserted as follows:</p> <p>CONTROLLED DOCUMENT INFORMATION:</p> <table border="1" data-bbox="1266 501 1896 781"> <tr> <td colspan="4">This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version.</td> </tr> <tr> <td>EDRMS container No.</td> <td>PSC2018-00098</td> <td>EDRMS record No</td> <td>18/20147</td> </tr> <tr> <td>Audience</td> <td colspan="3">Port Stephens Council Staff members, community, residents, and ratepayers.</td> </tr> <tr> <td>Process owner</td> <td colspan="3">Financial Services Section Manager</td> </tr> <tr> <td>Author</td> <td colspan="3">Financial Services Section Manager</td> </tr> <tr> <td>Review timeframe</td> <td>Annually</td> <td>Next review date</td> <td>2019</td> </tr> <tr> <td>Adoption date</td> <td colspan="3">###/##/20##</td> </tr> </table> <p>VERSION HISTORY:</p> <table border="1" data-bbox="1266 842 1896 1037"> <thead> <tr> <th>Version</th> <th>Date</th> <th>Author</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>30 January 2018</td> <td>Financial Services Section Manager</td> <td>First draft.</td> </tr> <tr> <td>2.0</td> <td>27 February 2018</td> <td>Financial Services Section Manager</td> <td>Update Fees and Charges – Holiday Parks</td> </tr> <tr> <td>3.0</td> <td>16 May 2018</td> <td>Financial Services Section Manager</td> <td>Include Index & Pricing Policy</td> </tr> <tr> <td>4.0</td> <td>7 June 2018</td> <td>Financial Services Manager</td> <td>Update Fees and Charges – Companion Animal Registration fees</td> </tr> </tbody> </table>	This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version.				EDRMS container No.	PSC2018-00098	EDRMS record No	18/20147	Audience	Port Stephens Council Staff members, community, residents, and ratepayers.			Process owner	Financial Services Section Manager			Author	Financial Services Section Manager			Review timeframe	Annually	Next review date	2019	Adoption date	###/##/20##			Version	Date	Author	Details	1.0	30 January 2018	Financial Services Section Manager	First draft.	2.0	27 February 2018	Financial Services Section Manager	Update Fees and Charges – Holiday Parks	3.0	16 May 2018	Financial Services Section Manager	Include Index & Pricing Policy	4.0	7 June 2018	Financial Services Manager	Update Fees and Charges – Companion Animal Registration fees
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